

# Application Form

## Office Use Only

Site/Location \_\_\_\_\_

Vacancy ref: \_\_\_\_\_ Closing Date: \_\_\_\_\_

Position applied for: \_\_\_\_\_ Based at: \_\_\_\_\_

Where did you hear about this vacancy? \_\_\_\_\_

## 1. Personal Details

Title: \_\_\_\_\_ Forenames: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Previous/Other Names: \_\_\_\_\_

Current Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ At Current Address Since: \_\_\_\_\_ (month and year)

Telephone Number (Home): \_\_\_\_\_ (Mobile): \_\_\_\_\_

National Insurance Number: \_\_\_\_\_ Do you require a Work Permit? \_\_\_\_\_

Your email address: \_\_\_\_\_

Are there any dates you would be unavailable for interview? \_\_\_\_\_

## 2. Employment Details

Current/Most Recent Employer Name & Full Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_ Notice Period: \_\_\_\_\_

Brief description of duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Leaving Date: \_\_\_\_\_

*Current/Most Recent employers will be contacted for a reference. Please tick if you would like to be contacted before they are approached.*

## 3. Training & Education

Main Qualifications (Education institutions may be contacted for a reference):

Dates	School/College/University	Qualifications Gained	Grade





**8. Personal References** *No appointment will be made without satisfactory references being received.*

Please nominate 2 personal referees (not previous employers and not family members), who have known you for at least 3 years:

Full Name & Title: \_\_\_\_\_ Full Name & Title: \_\_\_\_\_

How do you know this person: \_\_\_\_\_ How do you know this person: \_\_\_\_\_

Full Address: \_\_\_\_\_ Full Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_ Telephone No: \_\_\_\_\_

**9. Declaration**

I declare all the details given here to be true and accurate. I accept that any omission or false statement may result in my dismissal.

I authorise the Company to approach any Government Agencies, Former Employers, Accountants or Personal Referees named to verify the information given and I authorise such agencies or individuals to provide the information requested.

I acknowledge that an employment offer made by the Company is subject to the receipt of references, criminal records checks and medical clearance satisfactory to the Company.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**10. Further Declaration**

You are applying for a position that will require contact with children and vulnerable adults; therefore we carry out criminal background checks before appointment and on a regular basis thereafter. See [www.gov.uk/dbs](http://www.gov.uk/dbs) for more details.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198? Please indicate your answer in item 1 or 2 below.

(Certain old and minor offences do not need to be disclosed and they will be filtered from any criminal records check, these are 'protected'. For full details see [www.legislation.gov.uk](http://www.legislation.gov.uk) or please speak to a member of the Human Resources team).

If you withhold relevant information, your application may be declined or any subsequent employment may be terminated.

Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.

**1. I have nothing to declare\***

**2. I have something to declare, see details attached\***

\* Delete as applicable

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return this Application Form with the completed Staff Declaration and Equal Opportunities Monitoring Document.*

*Thank you for your time and interest in the SENAD Group.*

*Completed forms will remain confidential.*